

**MAYOR AND CITY COUNCIL
CITY OF SEAT PLEASANT
REGULAR WORK SESSION
WEDNESDAY, SEPTEMBER 7, 2011
6:00P.M.**

1. OPENING

1.1.1 Call to Order

Council President Gatling called the meeting to order at 6: 00p.m.

1.1.2 Roll Call

Present: Councilmember Latasha Gatling, Mayor Eugene Grant (Late Arrival 6:15p.m), Councilmember Darrell Hardy, Councilmember Kelly Porter, Councilmember Gerald R. Raynor, Sr., Councilmember Elenora Simms, Councilmember Aretha Stephenson (Excused), Councilmember Reveral Yeargin

NOTE: Councilman Raynor departed the meeting at 6:37p.m., and returned to the meeting at 8:44p.m.

Staff: Lauren Hayes, Human Resources Officer, Vincent Jones, City Administrator, Dashaun N. Lanham, City Clerk, Samuel Prue, Chief of Police, Jamie Mathews, Police Officer

1.1.3 Invocation and Pledge of Allegiance:

The invocation was given by Councilmember Yeargin

1.1.4. Approval of Agenda

The agenda was approved with the following modifications:

The Council President motioned to strike 4.3b.-4.3f

It was motioned by Councilmember Yeargin and seconded by Councilmember Porter to approve the agenda with the modifications. The motion carried.

2. PRESENTATIONS:

2.1. None

3. LEGISLATION

- Ordinance O-12-05 Chapter 160-Yard Sales was introduced by Councilwoman Simms on Monday, August 1, 2011 and the first reading was delayed. The City Council requested parking instructions when a yard sale is being held to be reviewed and presented to them. The council requested

information regarding charging fees for the yard sale. The first reading was concluded on Wednesday, September 7, 2011.

4. REPORTS

4.1. Mayor's Report:

- Mayor Grant did not submit a report for the Regular Work Session on Wednesday, September 7, 2011.

4.2. City Administrator Report:

- Mr. Jones stated that he and Mr. Ashton had to go to Annapolis today before the Board of Public Works regarding the Feggans Center Bond Bill.
- The Public Works Department did a great job on storm recovery.
- Mr. Jones stated that we need to set a date for the Park and Planning to attend a meeting to discuss the Blue Line Corridor.
- Mr. Jones stated that the Town of Fairmount Heights has requested assistance from the City Administrator. Mr. Jones stated that his plate is full with Seat Pleasant, but he can provide minimal assistance no more two hours per day. The majority of the Council declined the assistances to Fairmount Heights by the City Administrator.

Council Committee Reports:

4.3a. Economic Development, Housing & Planning Committee Chair, Councilwoman Simms stated that her committee has not met, but she has been working with Inspector Cheng regarding the Arrington Hughes property. He stated that they have not been back out to the property, but will be visiting regarding the issues.

5. NEW BUSINESS

5.1. Council President Nominations

- Councilmember Yeargin nominated Councilmember Porter. Councilmember Porter accepted the nomination. Councilmember Raynor nominated Councilwoman Gatling and Councilmember Gatling accepted the nomination.
- Dashaun Lanham, City Clerk read a pin from Councilwoman Stephenson requesting that the Council give her ten minutes to come to the meeting to nominate someone for Council President.
- It was motion by Councilmember Simms and second by Councilmember Hardy to close the nomination. The motion carried.

5.2. Seat Pleasant Fire House Relocation Petition

- Councilwoman Simms stated that there has been some discussion about relocating the Seat Pleasant Fire Department. She asked Mayor Grant to elaborate on the matter.

- Mayor Grant stated that the volunteer Firefighters will not be moving as they own the fire house. However, there is some discussion about the career fire fighters being moved, which means there will be no staff during the day.
- He stated that there will be a rally this week-end at the firehouse to prevent the move of the fire station. Chief Prue stated it was postponed from last Saturday.
- Councilwoman Gatling requested that Councilwoman Simms follow-up with the Fire Department and report back to the Council.

5.3. Approval of Expenditures for Call-A-Bus repairs

- Mr. Jones stated that the City does not have a maintenance agreement with the County. The bus was taken to the county for the Air Conditioner to be repaired, but there process is to the do preventive maintenance. He stated that the bill is \$5,846.61, which is more than he can approve.
- The City is due to get another bus, but we need to allocate the monies in the budget, which will be between \$3,000 and \$5,000
- Councilman Porter inquired if the new bus will have a maintenance agreement. Mr. Jones stated that he will check into the maintenance agreement.
- It was motioned by Councilmember Yeargin and second by Councilmember Simms to approve the expenditures for the Call-A-Bus repair. The motion carried.
- FOR: Gatling, Hardy, Porter, Raynor, Simms and Yeargin.
- AGAINST: None
- ABSTAIN: None

5.4. Approval of Gun Range Facility Use Agreement with M-NCPPC

- Mr. Jones requested that Chief Prue assist him with discussing the item. Chief Prue stated that the Seat Pleasant Police Department currently uses the range every year and they have never provided the agreement in writing.
- Mr. Jones stated that the City Attorney has reviewed and approved the agreement.
- Councilman Porter requested that LGIT reviews the agreement or the facility for insurance coverage.
- It was motioned by Councilwoman Gatling and seconded by Councilmember Hardy to approve the agreement with the stipulation that a policy will be created and signed by all officers.
- FOR: Gatling, Hardy, Porter, Simms and Yeargin.
- AGAINST: None
- ABSTAIN: None

5.5. Approval Request of K-9 Article Detection Dog Program

- Chief Prue stated that the City had an opportunity to take advantage of a free program for a K-9 dog. He stated that he signed Officer Perez up for the K-9 Article Detection Dog Program.
- Councilwoman Gatling wanted to know when the dog will be used. Chief Prue stated the dog will be used in routine patrol.
- Councilwoman Gatling wanted to know the average number of patrol stops? Chief Prue stated fifteen (15) per day. The officer have ticketed and made arrest on routine traffic stops.
- Councilwoman Gatling wanted to know what would happen with the dog if we don't have another trained officer for the dog. Chief Prue stated the will be returned if not used.
- Councilwoman Gatling wanted to know how the officer in the training was. Chief Prue stated the training was free and the officer attended a six week program.
- Councilwoman Gatling inquired if one of the police cars had the K-9 markings? Chief Prue stated yes one of the cars has been marked with K-9.
- Chief Prue stated that there are monies that he has recommended from the Department training budget to pay for the expenses associated with the dog.
- It was motioned by Councilman Yeargin and seconded by Councilman Porter to approve the K-9 Article Detection Dog Program.
- FOR: Hardy, Porter and Yeargin
- AGAINST: Simms
- ABSTAIN: Gatling

5.6. Approval of Compensation and Classification Study

- Mr. Jones stated that he wanted Ms. Hayes, Human Resources Officer to assist him in explaining the Compensation and Classification Study.
- Ms. Hayes stated that Councilmember Porter requested that she put together the pay scale for the City.
- Councilwoman Simms stated that the information was supposed to be submitted to the committee before coming back before the council.
- Councilwoman Gatling wanted to know why is the recommendation to pay a contractor to perform the study when we have a Human Resources Officer. Mr. Jones stated that she should not compile the study on her own. He stated that the study is compares like municipality, education and experience with salary.
- Councilman Yeargin stated that he feels the focus should be an evaluation table.

- Councilwoman Gatling stated that the Compensation Study should be submitted to the Government Affairs & Technology Committee before coming to the full Council.

5.7. Approval of City Attorney

- Mr. Jones stated that in the previous meeting it was requested that he bring forward a recommendation for a City Attorney. He quoted the City Charter Article IX, Section 903, which states the City Attorney is appointed by the Council. He has recommended that the Mayor and City Council reappoint City Attorney Fred Sussman.
- It was motioned by Councilwoman Simms and seconded by Councilman Yeargin for the City Administrator to submit a bid for a City Attorney.
- FOR: Hardy, Porter, Simms, Yeargin
- AGAINST: None
- ABSTAIN: Gatling

5.8. Approval of Feggans Center Storage Plan

- Mr. Jones stated that the city currently has records and equipment in the Feggans Center that may be salvageable. He stated the monies are budgeted and the staff has researched and found a mobile storage unit for the furniture and equipment and a document storage company for the files.
- Councilwoman Gatling stated that Mr. Jones can provide the council with an update on this process, as it does not need to come before the Council since it is under the threshold of his spending.
- Mr. Jones stated that he is seeking the Council approval in accordance to the Budget Ordinance, which states no money can be expended from the Contingency fund without the Council approval.
- It was motioned by Councilwoman Simms and seconded by Councilman Hardy to approve the City Administrator to spend money from the Contingency Fund to pay for the Storage of the Furniture and the City documents.
- FOR: Gatling, Hardy, Porter, Raynor, Simms and Yeargin
- AGAINST: None
- ABSTAIN: None

5.9. Traffic Camera Administration

- Mr. Jones stated that the funding for the position under the Department of Justice grant (The Bureau of Justice Grant #2010 SB B9 0086) expires on October 11, 2011. He wanted to know if the Council would approve funding from the Speed Camera monies to pay for the position.

- Councilman Porter wanted further clarification on the request. Chief Prue explained that the reserve officer was brought on, but specifically ran the Speed Camera program. The typical Reserve Officer works 20 hours per week.
- It was motioned by Councilwoman Simms and seconded by Councilmember Hardy to deny the request for additional funding. The motion carried.
- FOR: Hardy, Simms and Yeargin
- AGAINST: None
- ABSTAIN: Gatling and Porter

5.10. Personnel Manual Discussion

- Mr. Jones stated that he wanted to bring the revised Personnel Manual to the Council for review.
- Councilwoman Simms stated that the Personnel Manual was in the Government Affairs & Technology Committee. The changes should have come back before the committee and the committee will bring the recommendation to the full council.
- It was stated by Councilwoman Gatling that the Personnel Manual needs to go back to the Government Affairs & Technology committee.

5.11. Strategic Planning

- Mr. Jones stated that after the after recent conversation with the council regarding a Council retreat. It is his responsibility to provide the Council with the tools required to help the City of Seat Pleasant as an organization succeed for the long-term. He has drafted an agenda and requesting that the Council give the approval for him to get proposals.
- Councilwoman Gatling placed the Strategic Planning in the Government Affairs & Technology committee to finalize the cost and agenda.

5.12. IT Projects Discussion

- Mr. Jones stated that he has researched and determined the needs of the City and comprised a list of six items in order of importance. He feels that the Network and Council laptops are the most urgent.
- Councilwoman Gatling stated that she feels the Code Enforcement System and the network are the most needed.
- Councilman Porter stated he feels all of the requests are important, but the Council laptops are a matter of creating efficiency.
- Councilwoman Gatling asked the council to state for the record the items by the number in order of importance to give the City Administrator the approval to move forward.

- The general consensus of the council is the Network, Code Enforcement System and the Document Management System. Councilman Yeargin feels we need to include the E0mail Server with the Network Server.

6. UNFINISHED BUSINESS:

6.1. Farmers Market

- Councilman Porter stated that he has attended various meetings and residents are interested in Farmers Market. He stated the location can be on a main thoroughfare. He would like to gather the information and work with the City Administrator on getting the information.

6.2. Geocache

- Councilman Porter stated that MML is working on Phase II of the Geocache, as Phase I expired on August 1st. Mrs. Lanham stated that the Maryland Geocache Society can pick up the City's cache. The name will be same, but it would have a different cache number.
- It was motioned by Councilman Porter and seconded by Councilwoman Simms to keep the geocache.
- FOR: Gatling, Hardy, Porter, Simms and Yeargin
- AGAINST: None
- ABSTAIN: None

6.3. Proposed Office Space for Community Service

- Councilwoman Stephenson was absent from the meeting. It was recommended by Councilwoman Simms to table the discussion until the information can be provided.
- The City Council agreed with the recommendation.

6.4. Feggans Center Project and Construction Manager

- Mr. Jones stated that the City advertised a Request for Proposal (RFP) for a Project Manager for the Feggans Center facility in the Washington Examiner and on the State of Maryland's eMaryland Marketplace website.
- Mr. Jones stated that he recommending that the City select Trusant Technologies, LLC, as the Project Manger and Rubino Enterprise, Inc., as the Construction Manager.
- It was motioned by Councilwoman Simms and seconded by Councilman Hardy to approve the recommendation of the City Administrator.
- FOR: Gatling, Hardy, Porter, Simms and Yeargin
- AGAINST: None
- ABSTAIN: None

6.5. Vacant Dwelling Legislation

- Mr. Jones stated that since Councilman Raynor had to leave he feel will need to postpone until the next meeting.
- The City Council accepted the recommendation

6.6. Absentee Voting Legislation

- Councilwoman Gatling stated that the requested information from the City Council has been provided and the City Attorney reviewed and amended the initial ordinance to have it coincide with the City Charter. She stated that if the Council had no further questions or concerns, she would like to have the second reading on Monday, September 12, 2011.
- The City Council did not have any further questions and agreed to the second reading on Monday, September 12, 2011.

6.7. City Website

- Councilman Yeargin stated that the website needs to be reviewed for a presentation stand point and allowing the City Administrator to monitor the site. He stated that the Council agreed to give Mr. Jones access to the website.
- Councilwoman Gatling stated when Mr. Jones initially had come on board with the City and she informed him that the Council wanted him to manage the website. Mr. Jones requested that Councilwoman Gatling continue the updates to the site until he felt he could handle the responsibility.
- Mr. Jones confirmed the discussion between him and Councilwoman Gatling, but stated that he would like to have access to the site.
- Councilwoman Gatling stated that she would ensure that Mr. Jones would have access to the site.

7. ANNOUNCEMENT

7.1. U.S. Senate National Moment of Remembrance, Sunday, September 11, 2011 at 1:00p.m.

7.2. Public Session, Monday, September 12, 2011 at 7:00p.m., Council Chambers

7.3. Annual Emergency Preparedness Conference, Saturday, September 17, 2011 at 9:00a.m., Oakcrest Community Center, 1300 Capitol Heights Blvd., Capitol Heights, MD

7.4. Ward IV Meeting, Thursday, September 22, 2011 at 7:00p.m., Carmody Hills Baptist Church 6501 Seat Pleasant Dr., Seat Pleasant, MD

ADJOURN-The meeting adjourned at 8:50p.m.

Submitted by,


Dashaun N. Lanham
City Clerk

APPROVED 11/14/11